



AFDC

Association for Forests,
Development & Conservation
جمعية الثروة الحرجية والتنمية

Request for Consultancy

Mechanical Engineer Consultant

RFC #: 027-2021-ME

RFC Release Date:	March 30, 2021
Performance Period:	Six Working Days
Proposal Submission Deadline:	April 8, 2021 at 5:00PM

Contents

1. Project Title	3
2. Project Background and Objectives	3
3. Purpose	3
A. Scope of Work.....	3
B. Deliverables.....	3
C. Geographic Location	3
4. Contract Mechanism & Terms of Payment	3
5. Minimum Qualifications.....	4
6. Proposal Representation	4
A. Technical Requirements	4
B. Cost Proposal.....	4
C. References	5
7. Proposal Submission.....	5
8. Criteria of Evaluation	5
9. Terms and Conditions.....	5
A. Late Submission	5
B. Modification of RFC Requirements	5
C. Withdrawal of Proposals	5
D. Right of Negotiation and Acceptance of Proposals	6
E. Validity of Offer.....	6
F. Intellectual Property Rights	6
10. Attachments	6
Appendix A. Technical Proposal Submission Sheet.....	7
Appendix B. Sample Budget Format	8
Appendix C. Important Notes & Requirements Checklist.....	9

1. Project Title

Public Safety - Community Support Program (CSP) funded by USAID

2. Project Background and Objectives

During the past years AFDC had implemented different projects aiming to increase the municipalities' preparedness towards "Disaster Risk Reduction DRR", and had developed DRR plans for more than 31 municipalities in different regions in Lebanon. During 2021, AFDC through a project funded by USAID implemented the community support program CSP is working in the municipalities of Damour, Mechrif & Kfarmatta to develop forest fire management plans in these villages.

3. Purpose

For this, AFDC is seeking to recruit a Mechanical Engineer to conduct an assessment of the hydrant systems in these three villages. He should check the local water outlet locations and conditions that support fire-fighters during fires. The hydrants that can be connected directly to the fire truck hose to pump water to control and put out the fire, and come out with recommendations for proposed interventions within the CSP.

A. Scope of Work

The expert will be assessing the hydrants for the three villages and discuss the water system conditions with the municipalities and provide technical support to them.

B. Deliverables

- Conduct one meeting per municipality to discuss with them the hydrants water system problems, collect the available documents and maps related to the hydrant water system (locations, type, water recourses, nearest civil defense center).
- Conduct on site visits to check the available hydrant system and assess the areas and related needs.
- Provide detailed report about the current situation of the hydrant in each village.
- Provide recommendations to enhance the system to guarantee its functionality during fire and provide maximum efficiency for the fire fighters to use and recommend the best locations for installing ones
- Deliver the final report with all the data collected in both languages Arabic and English.

C. Geographic Location

Kfarmatta (Aley District), Damour and Meshref (Chouf District)

4. Contract Mechanism & Terms of Payment

A formal "Provision of Service Contract" will be negotiated with the responsible offeror that is judged to be most advantageous to AFDC and, if endorsed, the offeror will begin work on the project.

All project payments will be set in Fresh U.S. Dollars. Payments schedule will be agreed on upon contract signature.

5. Minimum Qualifications

The expert should possess the following competencies, skills, and experience:

- Bachelor's Degree in Mechanical engineering.
- A minimum of 3years of relevant experience especially in firefighting systems
- Knowledge in NFPA Codes
- Proficiency in MS Office (Word, Excel).
- Good analytical and problem-solving skills and the ability for adaptive management.
- Strong coordination and community engagement skills.
- Proficiency in report writing.
- Strong organizational skills and attention to detail.
- Communication and leadership skills.
- Proven ability to deliver on time and under strict deadlines.
- Proficiency in Arabic, and English.

6. Proposal Representation

The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in **Section 8**. Offerors are expected to examine the specifications and all instructions in the RFC. Failure to do so is at the Offeror's risk. Interested Offerors must provide the following:

A. Technical Requirements

- Individuals Resume
- Description of Previous Similar Projects
- Reference
- Business licensed – If Applicable

B. Cost Proposal

The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed. Please label your budget with the name of the currency. AFDC reserves the right to request any additional information to support detailed cost and price.

C. References

Please include three client references and contact information. References should have worked with the Offeror within the past two years in connection with the countries or regions (and if possible, subject matter) applicable to this RFC.

Reference	Contact Person	Phone Number	Email Address

7. Proposal Submission

All responses to this RFC must be received no later than the submission deadline on the cover page of this RFC. Offerors must submit their offers through email (insert RFC# in Subject) to:

Association for Forests, Development and Conservation - AFDC	
Attention	Procurement Department
Email Address	procurement@afdc.org.lb

Faxed offers are not acceptable.

8. Criteria of Evaluation

AFDC will evaluate proposals using the following criteria:

Individuals Resume	40
Professional Experience in the Required Domain	20
References	5
Cost Proposal	35

9. Terms and Conditions

A. Late Submission

Proposals received after the submission deadline stated in the cover page of this RFC may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to AFDC or its employees/agents, or if it is in the best interest of AFDC.

B. Modification of RFC Requirements

AFDC retains the right to terminate the RFC or modify the requirements upon notification to Offerors.

C. Withdrawal of Proposals

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

D. Right of Negotiation and Acceptance of Proposals

This RFC represents a definition of requirements and is an invitation for submission of proposals. AFDC reserves the right to fund/award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their proposal.

AFDC may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFC. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFC. AFDC may reserve the right to waive any minor discrepancies in a proposal.

AFDC reserves the right to issue an award based on the initial evaluation of proposals without discussion. AFDC also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

E. Validity of Offer

Proposals submitted shall remain open for acceptance for 30 days from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If the Offeror is awarded the contract, all information in the RFC and negotiation process is contractually binding.

F. Intellectual Property Rights

All tangible or intangible property created or acquired under this contract shall be the exclusive property of AFDC and the donor. The term “property” includes all data and reports associated with this engagement.

10. Attachments

Appendix A: Technical Proposal Submission Sheet *(to be signed and submitted with the technical documents)*

Appendix B: Sample Budget Format

Appendix C: Requirements Checklist *(for offerors record)*

Appendix A. Technical Proposal Submission Sheet

(Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFC prevail over any attachments. If your proposal is not authorized, it may be rejected.)

Date of Proposal Submissions:	
RFC Number:	027-2021-ME
Offeror Name	
Offeror Signature	

We offer to provide the services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Quotation referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is **XX** days/weeks/months from the time and date of the submission deadline.

Appendix B. Sample Budget Format

Quotation #: (if applicable)

From:

Date:

Name:

Address:

Attention: Procurement Department – AFDC

Subject: RFC: 027-2021-ME

AFDC Address: 1st floor, bldg. 245, 10 Sagesse St, Jdeideh, Metn, Mount Lebanon, Lebanon

Work Description	Number of Working Days	Price/ Unit	Total Amount (currency)
Total Quotation Amount			

(Amount in words)

Payment terms and methods: (Add your most preferable payment schedule and payment method – Please note that this part is one of the grading criteria, section “6”)

Any additional terms or conditions are added here.

Name
Signature

Appendix C. Important Notes & Requirements Checklist

(Please note that this section is informal only and acts as a checklist for the offerors to refer to and not to miss any requirement, but it is mandatory that the offerors read the whole RFC document)

Notes:

- Proposal Submission Deadline: April 8, 2021 at 5:00PM
- Number of Working days required: 6 Working Days
- Scope of work is available in section “3-A”
- Geographic Location: Kfarmatta (Aley District), Damour and Meshref (Chouf District)
- Minimum qualifications are available in section “5”
- References table section “6-C” is to be filled.
- Evaluation criteria is available in section “8”
- Preferable validity of offer: 30 days

Requirements Checklist

Requirements for the Technical Part
Response to Request for Quotation (<i>Appendix A</i>)
Individuals Resume
Portfolio – If Applicable
Reference
Business licensed – If Applicable
Requirements for the Cost Proposal
A detailed quotation (<i>refer to Appendix B for detail</i>)